

Commonwealth Mandatory Training – Policy Driven

Training Task	Target Audience	Timeframe	Reference	Course Name	Delivery Method
Diversity Awareness Level I	All Staff	Core curriculum should be delivered one time for all staff within 6 months of hire. Managers receive an additional ½ day of training.	Executive Order #526 Section 10: All employees should attend training within one year of the order (signed 2-17-11)	Diversity Awareness in the Commonwealth Diversity Awareness in the Commonwealth for Managers	Instructor-Led for all Staff Additional ½ day – Instructor Led for Managers
Diversity Level II - Disability Awareness		Update provided every 2 years or as determined by ODEO New hires take the course within 1 year of being hired.	Section 9: The Massachusetts Office on Disability shall serve as the Executive Branch’s designated ADA and Rehabilitation Act Coordinator, and shall provide information, training, and technical assistance and promulgate guidelines reflecting best practices, policies and procedures concerning persons with disabilities.	HRD Diversity Part II - Disability Awareness – All Employees Diversity Part II - Disability Awareness for Managers	eLearning for all Staff Additional ½ day – Instructor Led for Managers
Domestic Violence/ Sexual Assault and Stalking Awareness	All Staff	Core curriculum should be delivered every 2 years for entire agency. Updates provided by HRD as requested and/or as laws or policies are amended. New Hires take course when hired.	Executive Order #491 Section 6: Employers are directed to implement the Domestic Violence and Sexual Assault in the Workplace Prevention Training curriculum and delivery program developed by the Human Resources Division in coordination with the Executive Office of Public Safety and Security.	CLD - Domestic Violence, Sexual Assault and Stalking Awareness	eLearning

Commonwealth Mandatory Training – Policy Driven

Training Task	Target Audience	Timeframe	Reference	Course Name	Delivery Method
Workplace Violence Prevention	All Staff Separate courses for Employees and Managers	Core curriculum should be delivered one time for entire agency. Updates provided by HRD as requested and/or as laws or policies are amended. There is a separate curriculum for Managers.	Executive Order #442 Article 2.5 Employers are directed to implement a workplace violence awareness and prevention training program developed by the Human Resource Division in coordination with the Executive Office of Public Safety. HRD Memorandum – April 21, 2005 RE: Sexual Harassment, Workplace Violence and Domestic Violence Prevention Policies and Training Resources The Training and Learning Development team works closely with the Executive Office of Public Safety, State Police, OSHA, and local law enforcement to identify best practice responses to workplace violence incidents.	CLD - Workplace Violence Prevention CLD - Workplace Violence Prevention for Managers	eLearning
Sexual Harassment Prevention	All Staff Separate course for Supervisors and Managers	Orientation (for new hires) Policy signed Annually at time of final Performance Review (stage C – EPRS; Final review – ACES) HRD Memorandum - Employers are encouraged to conduct prevention training targeting sexual harassment and other forms of prohibited discrimination for all managers and employees on a regular basis	Executive Order # 240 HRD Memorandum – April 21, 2005 RE: Sexual Harassment, Workplace Violence and Domestic Violence Prevention Policies and Training Resources In accordance with guidelines set forth by the Massachusetts Commission Against Discrimination and Massachusetts General Laws Chapter 151B, employers are encouraged to conduct prevention training targeting sexual harassment and other forms of prohibited discrimination for all managers and employees on a regular basis.	CLD - Preventing Sexual Harassment in the Workplace CLD - Preventing Sexual Harassment in the Workplace for Supervisors and Managers	eLearning

Commonwealth Mandatory Training – Policy Driven

Training Task	Target Audience	Timeframe	Reference	Course Name	Delivery Method
Conflict of Interest	All employees and contracted staff	eLearning every 2 years Summary – every year	M.G.L. 268A	Conflict of Interest	eLearning (State Ethics Commission website and PACE)
Information Security Practices	All workforce members who have a network account	Orientation As needed in relation to change in policies, procedures, or work role	Executive Order #504 9-19-08 Each Secretariat/agency is responsible for creating a plan regarding information and security <u>Section 6</u> . All agency heads, managers, supervisors, and employees (including contract employees) shall attend mandatory information security training within one year of the effective date of this Order. For future employees, such training shall be part of the standardized orientation provided at the time they commence work. Such training shall include, without limitation, guidance to employees regarding how to identify, maintain and safeguard records and data that contain personal information.	HRD - Safeguarding Confidentiality of Personal Information E O-504 Each Secretariat/Agency is responsible for creating and delivering their own training	eLearning